

Membership Clerk**Haverhill Retirement System**

Contact and set appointments to meet with new members for completing membership forms and counsel all new members regarding enrollment requirements and advises them on any buybacks and/or transfers. Manages the membership database and processes refunds, transfers out and accounts payable. Performs general receptionist duties and assists in the daily office operations of the Haverhill Retirement System. This position requires the handling of confidential information.

Salary is \$704.57/week-\$1,019.53/week (per union contract (steps)) visit the retirement link https://www.cityofhaverhill.com/departments/haverhill_retirement_system/index.php for comprehensive details on the position. The Haverhill Retirement System is an Equal Opportunity/Affirmative Action Employer.